

**WESTERLO TOWN BOARD
WORKSHOP MEETING
OF
TUE., JANUARY 20, 2015**

The Westerlo Town Board held a workshop meeting on Tue., January 20, 2015 at the Westerlo Town Hall 933 CR 401, Westerlo, NY. Supervisor Rapp opened the workshop at 7:08 PM with the Pledge of Allegiance.

Attending Were: Supervisor Richard H. Rapp
Councilman William F. Bichteman Jr.
Councilman Anthony W. Sherman

Absent Were: Councilman Alfred L. Field
Councilman Theodore S. Lounsbury III

Also attending were: Highway Superintendent Keith Wright Sr., Town Clerk Kathleen Spinnato, Clerk to the Assessor Claire Marshall, Zoning Board member John Sefcik, one highway employee and one resident.

Supervisor Rapp wanted to discuss Quickbooks. Patty Boice was asked to speak, she advised that three payrolls have been done so far under the Quickbooks program. There is an issue, in the old system for payroll the money was available for direct deposit on Wednesday, the checks are dated Thursday. One employee had an issue with this. The Quickbooks program does not keep track of Comp Time, Personal Time. There is also an issue with Direct Deposits, this is allowed for the entire check only. It does not allow for direct deposit for a portion of the check and the remaining balance to be issued in a paper check, this information was contained in an email from Garry Newkirk at PKHB the accounting firm. Patty also advised that with the prior MAPS software it was compatible with the NYS Retirement System reporting and it could be done online. This is not the case with Quickbooks, we will have to create some type of Excel spread sheet for reporting to the NYS Retirement System.

Councilman Bichteman asked can we run both systems at the same time. Patty believed that the information would have to be entered into each system. Councilman Bichteman if you run the abstracts for payroll as a dedicated system for payroll and you basically do the payables and receivables through Quickbooks could it be done this way. Patty responded you would think it could, the problem being the accountant's issue of not knowing the MAPS program well enough. Councilman Bichteman spoke regarding the programs Quickbooks & MAPS, costs for both, cost for checks with Quickbooks, and the new RFP's submitted by the accounting firms of Teal, Becker, Chairmonte and Pattison, Koskey, Howe, & Bucci and the comparison of the prior year scope of services to the recently submitted RFP's scope of services for PKHB.

Patty asked about the Quarterly 941's and the W2's. Councilman Bichteman said they would both be done in MAPS, the information would be copied into Quickbooks. He believes it can be done this way. Discussion followed regarding the use of two programs.

Councilman Bichteman discussed a call received from a Bookkeeping firm who had expressed an interest, their services would reflect a reduced rate as compared to a CPA firm, by law the Town is not required to have a CPA. A decision will have to be made possibly at the next Town Board meeting.

The Councilmen discussed the budget and the way the account code items were lumped together was confusing as compared to prior year budgets.

Patty Boice advised Quickbooks is also charging for Payroll checks and General checks in the amount of approximately \$350.00 they were just shipped to the Town, the accountant ordered the checks, previously there was no fee for our checks. Also the Accountant advised the Town will need to apply for a credit card because Quickbooks will also be charging a Monthly fee per check written and a

\$50 Annual fee for the credit card. Discussion followed on the RFP's and if Quickbooks was addressed in the RFP.

Claire Marshall advised that both she & Patty have signed up for a College Courses offered on Quickbooks. Discussion followed regarding the training provided to Patty, Claire and Kathleen by the accountant for the input of payroll and vouchers on January 6, 2015. More discussion followed.

The Town Board suggested holding a Workshop meeting on Monday, February 2, 2015 to meet with the firms for accounting services. Supervisor Rapp will contact Councilmen Field and Lounsbury. He will also contact the accounting firms PKHB, Evening Starr, and Warren Dietz, with the exclusion of CPA firm of Teal, Becker, & Chairmonte which came in high.

Supervisor Rapp asked about a raise for the Highway Dept. employees he felt they should do something. The sales tax has come in, and the gas prices have gone down but can't be sure of that.

Health Insurance is at 8%, it was 15%. Councilman Bichteman said a raise could be discussed at the regular Town Board meeting.

Councillman Bichteman asked when would the Town be hearing from Fred Grober at Delaware Engineering. Supervisor Rapp said he is supposed to get back to us. The Town Clerk advised Fred Grober had emailed an Agreement after the Town Board meeting held on January 6th. Supervisor Rapp asked her to forward the agreemen to the Town Attorney for review, she advised the Supervisor that an amount was not specified in the resolution for engagement at the January 6th, Town Board meeting, the resolution should be revisited and revised at the next Town Board meeting to include the flat fee of \$25,000.00 before an agreement is signed. Councilman Sherman suggested Delaware Engineering should be contacted to let them know to proceed and the agreement would be signed at the February meeting.

Town Clerk reported there may be possible grant monies available for Town Records through the NYS Archives. The Town Supervisor and the Town Clerk invited Maria McCashion from NYS Archives to come out for a site visit back in December and she advised on the availability of grants for Town records. Maria McCashion has made recommendations and has advised about application deadlines of potentially March 2, 2015 for the upcoming cycle. Councilman Bichteman asked whether the Town should hire a Grant Writer, this was then discussed. Supervisor Rapp said he could also check with Neil Breslin, he may be aware of some grant writers.

The water color and pressure in the Town Hall ladies bathroom was discussed. Councilman Bichteman discussed several reasons for the potential low pressure and the reason for the discoloration. He can ask Harold Smith about the pressure.

Supervisor Rapp asked for a motion to adjourn, Councilman Bichteman made the motion, seconded by Councilman Sherman, motion carried by those attending.

Respectfully submitted,

Kathleen Spinnato

